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U.S. DEPARTMENT OF THE TREASURY

G-Invoicing

Translate

Enrolling in G-Invoicing

Agencies that engage in Intragovernmental (IGT) Buy/Sell transactions must move to G-Invoicing.

Getting started with G-Invoicing

To start using G-Invoicing, an agency goes through this process:

1. Contact the Fiscal Service team at STLS.Treasury.Ginv.AIT@stls.frb.org.
2. Set a timeline for implementing G-Invoicing.
3. Form project teams.
4. Map the agency's internal IGT Buy/Sell data and processes to the Federal Intragovernmental Data Standards and G-Invoicing processes.
5. Test G-Invoicing in a quality assurance (QA) environment.
6. Set and configure accounts in G-Invoicing.
7. Enter agreement data into G-Invoicing.

Getting help through the process

We are here to help you through the process. Each agency gets a specific point of contact at Fiscal Service and at the Federal Reserve Bank of St. Louis to guide the agency through the process.

If your agency has specific data requirements and elements or processes that do not seem to fit with G-Invoicing, identify them at Step 4: mapping data and processes. Highlight your unique issues to your G-Invoicing point of contact.`

Paying the agency's part while getting started

Using G-Invoicing is free. However, agencies must pay their internal costs for going through the process listed above.

Working with Treasury to set up G-Invoicing

You don't need a formal agreement with Treasury for G-Invoicing

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However, we will give you a System Enrollment Form to help both your agency and Fiscal Service by:

- listing roles and responsibilities for the agency
- identifying the primary points of contact at the agency (Agency Approver, Primary User Administrator)
- capturing information to generate the agency's G-Invoicing accounts

Involving the right people

Involve people from across the workforce who are part of the Buy/Sell process: agreements managers, acquisitions personnel, financial management/IPAC personnel.

Preparing even before we start

Work on identifying the internal systems involved in your agency's reimbursable transactions. Gather documentation about your processes. Identify appropriate subject matter experts.

Working with your financial management or ERP vendors

If you use financial management or ERP software, we encourage you to contact the vendor and discuss the mandated G-Invoicing initiative. The vendor may be involved with an FMSC subgroup. (See more on the About G-Invoicing page.)

Working with CARS if you are not yet a TAS/BETC reporter

You must be a CARS TAS/BETC reporter to use G-Invoicing. If your agency is not already a full CARS TAS/BETC reporter, start now to make that transition. The CARS Fiscal Service Customer Relationship team can help you.

For more information

TFM Volume I, Part 2, Chapter 4700, Appendix 8, Section 2 - G-Invoicing Implementation Plan outlines the requirements and guidance for Federal Program Agencies.

To learn more about G-Invoicing, look at the resources we make

available: User guides, computer-based training, webinars, and in-person training.

Onboarding with CAIA

As part of the Common Approach to Identity Assurance (CAIA), G-Invoicing will be adopting multi-factor authentication in Q3 2023 (CY).

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G-Invoicing

A program of the Bureau of the Fiscal Service

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